

Forth Valley Welcome
Scottish Charity No. SC046404 (SCIO)

Statement of Receipts and Payments, Apr 2019 - Mar 2020 [See Note 1]

	2019-20	2018-19	Notes
RECEIPTS			
Donations	12,607	4,394	2
Grants (restricted funds, see note 5)	58,525	42,155	3
Fund-Raising Activities	670	579	4
TOTAL RECEIPTS	71,802	47,128	5
PAYMENTS			
1 SERVICE DELIVERY			
Salary & pension	40,307	28,304	6
Payroll management	596	532	6
Staff travel	1,143	945	7
Volunteer travel	126	72	8
Interpretation	836	0	9
Staff training	124	130	10
Volunteer training	419	269	10
	43,551	30,252	
2 SERVICES TO USERS			
Positive Activities Fund / Crisis & Care)	3,103	1,580	11
Snack & Chat	1,466	1,105	12
Materials	321	325	13
Language support	200	200	14
Gifts (Eid, Xmas)	447	278	15
Outings	295	866	16
	5,833	4,354	
3 ADMIN & GOVERNANCE			
Insurance	504	457	17
Administration and office costs	381	353	18
Publicity / advertising	143	1,986	19
Subscriptions	150	75	20
Other (Governance)	265	0	21
	1,443	2,871	
TOTAL PAYMENTS	50,827	37,477	22
SURPLUS	20,975	9,651	

ASSETS

Bank Balances

Opening Balance:	27,499	17,848
Surplus:	20,975	9,651
Closing Balance:	48,475	27,499

Funds are held in two bank accounts: (1) Royal Bank of Scotland and (2) Triodos Bank.

LIABILITIES

End year tax and NI payments and pension fund contributions: £671.88 (see note 23)

RESERVES POLICY

To maintain a minimum cash balance of 4 months' average expenditure.

These accounts approved by the Trustees and signed on their behalf:

Savi Maharaj, Chair

S & M J

Date:

9/12/20

NOTES TO THE ACCOUNTS, Apr 2019 - 20

1. These accounts have been prepared using OSCR's Receipts and Payments option.

RECEIPTS

2. **Donations** continue to be an important part of our income, including:

- Standing orders: £905
- Donations through the website: £1,640 (which include gift aid where applicable).

Donations in the first nine months were around £2,600. Donations in the last 3 months of the year were atypically higher as a result of some major one-off donations, including:

- Bridge of Allan Round Table £500
- From a Stirling family trust £4,000
- Individual donations £3,480.

We also received generous donations from Christmas collections at Stirling North Church and Elim Pentecostal Church in Alloa.

Donations in kind - in addition to monetary donations:

- Ludgate Church in Alloa provided hall space for Snack & Chat events and occasional meetings in return for a donation rather than a fixed rent
- Stirling Baptist Church provided free use of rooms for meetings at their Family Life Centre.

Our aim is to fund salaries and other organisational costs as far as possible from grants (see note 3) and use donations to fund the services provided to service users.

3. **Grants** comprise the following amounts received from funding bodies:

Impact Funding Partners (IFP): £9,500 (through the Scottish Government's Promoting Equality and Cohesion Fund), to part fund the salary and other costs of our Volunteer and Projects Coordinator (VPC) post. This was the final year of a three year funding award from IFP, towards costs up to 30 June 2020.

Robertson Trust: £7,000 for partial funding of the same post. This was the final annual payment of a three year funding award by the Trust, towards costs up to 31 March 2020.

Big Lottery Community Fund: £26,185 to fund part of staff costs, particularly the Support Worker post in Clackmannanshire; and some additional costs related to the development and maintenance of individual integration plans for each family. This was the second year of a three year funding award from the Lottery, towards costs up to January 2021.

Bank of Scotland Foundation: £14,340 for partial funding of the VPC post for one year up to March 2021.

Forth Valley Health Board (community grant): £1500 to be used specifically for encouraging service users to participate in sports and other community activities with positive health effects including mental health.

4. **Fund Raising Activities:**

Two organisations kindly contributed the proceeds of events run by them:

- Allan Park South Church (Syrian concert): £320
- Gargunnoch Songsters event: £350

5. **Restricted Funds:**

Of total receipts of £71,802, all of the grant income (£58,525) from funders is restricted, to be used specifically for the purposes specified in note 3. All other income is non-restricted.

SERVICE DELIVERY COSTS

6. Salary and pension

This covers the full year employment costs of the Volunteer and Projects Coordinator (4 days per week) and the Support Worker post in Clackmannanshire (4 days per week), i.e. salary plus a pension contribution of 5% of gross salary.

Payroll management is provided by SCVO's Payroll Service.

7. Staff travel costs

Some public service travel but primarily car mileage costs for the use of their own cars by the two staff members, to visit volunteers and refugee families throughout Stirling and Clackmannanshire, attend meetings, and attend training.

8. Volunteer travel

Volunteers can claim car mileage and other travel costs for visiting their assigned families, assisting with transport for clinic visits, etc. In practice many volunteers meet all or part of this cost from their own pockets, but they do this as a matter of personal choice. (The travel expense policy aims to ensure that no suitable volunteer should feel any obligation to personally to fund legitimate expenses incurred in their agreed volunteering role.)

9. Interpretation

Hire of interpreter, particularly for the meetings with families to work with them on preparation of their individual integration plans. This is primarily funded from the Lottery grant.

10. Staff and volunteer training

Costs of attendance at training events provided by Volunteer Scotland, an independent trainer, and the Institute of Migration; plus room rental and other costs of running volunteer training and networking events.

SERVICES TO USERS

11. Positive activities fund / Crisis & Care

The Positive Activities Fund (£2,703 dispensed this year) provides assistance for integration, e.g. contributions to club subscriptions; contributions to the cost of driving lessons (recognising that a driving license can help in obtaining jobs); and other activities that help get families out and about in the community.

The Crisis and Care fund (£400 dispensed this year) meets individual personal needs, e.g. extra clothing, emergency visits to relatives, cash help in cases where there may be a delay in accessing benefits.

12. Snack and chat

Snack & Chat: snacks and drinks and entertainment at a centre where refugee families and volunteers and members of the community can meet, share information, attend talks, and have light food and refreshments. Activities are provided for children including Enjoy-a-Ball and face painting.

13. Materials

Materials provided to families, especially when they first arrive, are mainly clothing, toys, and extra items for their house / flat over and above the basic set provided by the Councils (these items are mostly donated by supporters), bicycles, and a laptop for each family. Most items are

donated or purchased second hand. In this financial year, the only expenditure was for a laptop and maintenance of existing laptops.

14. **Language Support:** We provided a donation of £200 to the Stirling School of English as a contribution to the costs of their summer classes and outings, which they kindly made available to members of our families who wished to attend.
15. **Gifts:** gifts for children at the Christmas Snack and Chat, and gifts for families at the Eid event.
16. **Outings:** This comprised contributions to outings for families or family members to help them get out into the community and to places of interest with volunteers, especially during the long summer vacation.

ADMINISTRATION AND GOVERNANCE

17. **Insurance:** Cover for Forth Valley Welcome's charitable activities and voluntary work is provided by Keegan & Pennykidd (Insurance Brokers), Encompass Charity Scheme.
18. **Administration & Office Costs:** stationery, postage, computer supplies, photocopying, etc. Staff work from home but have access to office and meeting space at Stirling Baptist Church's Family Life Centre in Stirling.
19. **Publicity and Advertising:** Facebook costs for enhanced publicity coverage.
20. **Subscriptions:** The annual costs of membership of the Scottish Refugee Council and the Scottish Befriending network.
21. **Governance costs:** £247 for room and facilities hire for the AGM in June 2019 and rental of a room in Alloa for a meeting with service users to encourage their involvement in running of the organisation.
22. **Total Payments:** All payments relate to the provision of services to the refugee families. No remuneration was paid to trustees.
23. **Liabilities:** All invoiced costs had been paid by the end of the financial year, but tax, national insurance, and pension payments are paid to HMRC and pension providers in the month following the salary payment.

FVW/Treasurer/November 2020

